



**JOIN OUR TEAM**  
**STUDENT HELPERS**

**LOWER HUDSON REGIONAL CENTER: LHRIC**

**PART TIME POSITION**

**SALARY:**

**\$16 per hour**

**ANTICIPATED START DATE:**

**July 1, 2024**

**LOCATION:**

**Harrison NY**

**CLOSING DATE FOR  
APPLICATION IS**

**May 3, 2024**

**Lower Hudson Regional Information Centers**

The Lower Hudson Regional Information center partners with Westchester, Putnam, and Rockland school districts to support their educational technology goals. We believe in the power of collaboration to support current and future educational demands from technology. We are committed to supporting the education of students and the work of teachers and administrators. The LHRIC leads the way in transforming technology for teaching and learning and plays a vital role in accomplishing district initiatives. LHRIC service teams support each district's educational mission by supplying comprehensive solutions that further their vision and goals. Our teams have the depth and breadth of expertise across the technology spectrum to provide sophisticated networking and software solutions, as well as reporting systems to ensure compliance with state requirements, student record maintenance, financial management, and data privacy and security. We constantly develop new services that expand the boundaries of traditional classrooms, meet emerging technology needs, and provide professional growth opportunities for own staff as well as our district partners. At the LHRIC you'll work alongside dedicated IT professionals who will challenge you to be your best and support you in the process. The LHRIC is a division of Southern Westchester BOCES, a values-based organization of education leaders committed to serving the students and educators of our region. Our employees make a true difference in the lives of children, families and communities by providing high quality, cost-efficient cooperative services. We seek to recruit talented, experienced professionals who share our vision and belief in public education.

**RESPONSIBILITIES:**

- Support technology in districts – deployment of new equipment in the classrooms, imaging, new and existing desktops, Chromebooks, Apple devices, etc.

**MINIMUM QUALIFICATIONS:**

- Must be a High School Senior or currently attending a University or College.
- General knowledge of setting up desktops or laptops.
- General knowledge of Microsoft Office – specifically Word and Excel.
- General knowledge of google Docs.
- July and August (9-week program).
- Driver's License required.

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status. This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this policy should be directed to either Suzanne Doherty or Steve Tibbetts, Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

**HOW TO  
APPLY**

**PLEASE FORWARD COVER LETTER AND RESUME TO:**

**Suzanne Doherty, Director of Human Resources • 17 Berkley Drive, Rye Brook, NY 10573 •**

**Fax: (914)937-7644 or [apply@swboces.org](mailto:apply@swboces.org)**

**Or [sdaddona@lhric.org](mailto:sdaddona@lhric.org)**

